

Memorandum

To: Anna Russell – City Secretary

From: Calvin D. Wells, Deputy Director
City Purchasing Agent
Strategic Purchasing Division

Date: November 20, 2015

Subject: Extension of Request for Proposal (RFP)

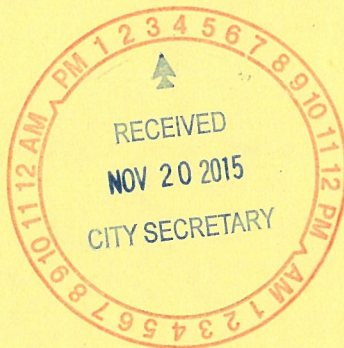
RE: ***Car-Share Houston Pilot Program – S10-T25585***

It is requested that the Proposal Due Date for the subject contract be extended from Thursday, December 10, 2015 until Thursday, December 17, 2015.

Due to revisions in the Proposal documents, it is necessary to extend the RFP closing date one week out so that all prospective Proposers will have sufficient time to file Proposals.

CDW/gh

A handwritten signature in blue ink, likely belonging to the City Secretary, is located next to the initials "CDW/gh".

A handwritten signature in black ink, reading "Calvin D. Wells", is located to the right of the red stamp.

Calvin D. Wells
Deputy Director, Finance Dept.